



United Way of the Ozarks

Vacancy Announcement: Interim Controller

United Way of the Ozarks unites people, resources and ideas to enhance lives in the Ozarks.

United Way of the Ozarks is seeking an **Interim Controller**.

United Way of the Ozarks is currently exploring some operational efficiency options, with a goal of determining a permanent solution by July 1, 2023. We are immediately seeking a qualified candidate to serve as our Interim Controller through July/August 2023. A possibility exists for the position to continue beyond July/August 2023.

We are seeking a candidate to conduct our day-to-day financial operations. Experience administering human resources/benefits and/or payroll is a plus. United Way of the Ozarks has nine full-time employees.

The position description is enclosed (see below). Full-time salary range of \$4,400-\$5,500 per month, based on qualifications.

Interested candidates should email their resume to Greg Burris, President & CEO (gburris@uwozarks.org). Candidates will be considered as applications/resumes are received.



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Job Position Description: Interim Controller

Job Title: Interim Controller

Reports To: President/CEO

Exemption Status: Exempt

Basic Function: The Interim Controller is a temporary position whose role is to provide financial stewardship for United Way of the Ozarks. Responsible for accounts payable, assigned general ledger duties, pledge processing, accounts receivable/cash receipts, ad hoc financial management reports, personnel, payroll, employee benefits management and worker's compensation.

Major Responsibilities:

Financial Stewardship: Ensures the organization's assets, notably cash resources, are adequately protected and that the financial records of the organization have integrity and are well protected. Ensures the Board Finance Committee is updated regarding financials and aware of compliance status. Takes the lead in developing the organization's FY24 budget (7/1/23-6/30/24). Assists in evaluation of back-office efficiency and outsourcing opportunities.

Accounts Payable/Receivable:

- Recurring and special journal entries to record financial activity accurately and in a timely manner.
- Research, track and resolve accounting or documentation problems and discrepancies as part of the internal accounting controls.
- Deposit preparation and cash receipts entries in accounting software.
- Assist with preparation of audit work-papers and assist with auditors' fieldwork requests.
- Accounts payable processing, including invoice entry into accounting software, credit account tracking and reconciliations, vendor management.
- Accounts receivable processing, including cash receipts and pledge entries.
- Banking duties, including Positive Pay.

- Assist with annual IRS Form 1099 reporting.
- Produce ad hoc financial reports as needed (budget versus actual, account detail reports, etc.).

Payroll/Human Resources:

Personnel

- Process new-hire paperwork.
- Process employee information changes.
- Maintain personnel files.
- Job postings.
- Maintain job description documents.

Payroll

- Process monthly payroll.
- Review timesheets for compliance with current UW policies and current federal and state laws.
- Maintain employee bank account information for direct deposit.
- Maintain all garnishments, tax levies, and child support orders according to the law.
- Distribute payroll vouchers to employees.
- Transfer payroll to accounting software monthly.
- Reconciliation and analysis of payroll-related general ledger accounts monthly.
- 941 tax calculation, deposits, and quarterly tax reports.
- Preparation of W-2's.
- Prepare EFT entries for payroll payables after monthly payroll.

Employee Benefits Management

- Monitor eligibility of all benefits.
- Maintain cafeteria plan using TASC online system.
- Reconciliation of benefit payable accounts.
- Employee retirement program bill processing.
- Maintain COBRA, ERISA and ACA compliance using TASC online system.

Workers Compensation

- Processing of worker's compensation injury paperwork and claims.
- Survey of injuries (OSHA).
- Prepare journal entry for monthly payment to insurance carrier.

Other/Miscellaneous

- Audit reconciliation work papers.
- Other duties as assigned by President/CEO.

Knowledge, Skills & Abilities:

- Emotionally intelligent; able to engage effectively at multiple levels and conditions with fairness, and at the same time to work effectively within, and contribute to, an organizational culture that is passionate and demanding.
- A working knowledge of fund accounting.
- Proficiency in Microsoft Office, including Excel.
- The ability to work as a member of a dynamic team.
- The ability to work with people of varying levels of financial expertise.

Qualifications/Skills:

- Bachelor's degree in Accounting or another business-related field is preferred.
- Three years of experience in accounting and/or financial management is preferred. Experience in nonprofit accounting and financial management is preferred.
- Experience in human resources, payroll and preparing financial reports for a board are preferred.
- Knowledge of accounting principles and practices with ability to apply general accounting principles in the recording of expenditures, revenues, and allocations is required.
- Knowledge of Human Resources best practices is preferred.
- Ability to expedite a large flow of detailed work with accuracy and speed, utilizing good organizational and time management skills is required.
- Visual and comprehension ability to read and use a large volume of written and numerical data is required.
- Basic skills in utilizing accounting and HRIS software is preferred.
- Proficiency with Microsoft Office products; advanced Excel skills is preferred.
- Ability to establish and maintain effective working relationships with staff is required.
- Demonstrated ability to adhere to professional ethical standards, exercising the highest level of integrity is required.